

PROJECT STATUS REPORT



To:	Sharon Novak	Date: Jan 13, 2006	Y	N
Client:	WA Office of Financial Management			
Project Name:	Grants, Contracts Loans Feasibility Study	On Schedule:	Y	
Prepared By:	Carol Baque	Within Budget:	Y	
Period Covered:	Jan 9, 2006 – Jan 13, 2006	Change of Scope:		N

Activities Completed – Covered Period:

Set interview schedule for almost all remaining requirements interviewees; Seattleites will be by phone
Interviewed for requirements:

Kathy Rosmond & Susan Dodson (Roadmap)
Susan Johnsen & Laura Nelson (OFM functional requirements)
Kreighan McAuliffe, Jeff Nejedly, Laura Lowe (ECY functional requirements)
Lynne McGuire, Theo Yu, Debbie Hoxit, Mike Woods (Performance measures)
Mike Contris, Bruce Gorsky & Cliff Wilder (AFRS interface)

Set User Group meetings for deliverables review

Completed first draft of first deliverable: Project Plan document, with schedule and Deliverable
Expectation Documents for all deliverables

Reviewed project materials

Began alternatives exploration

Updated up project website

Updated MS Project schedule

Activities Planned - Next Period:

Requirements interviews:

John Toohey, Cindy Trambitas, Cairn Steele, CTED
Daniel Steinborn, EPA
Allen Schmidt, OFM
Del Hontanosas and John Hanson, CTED
Bruce Crawford, IAC
Scott Came, DIS
Julie Wilkerson, Marijo Olson, Stephen Buxbaum, Kelley Snyder, CTED
Dave Peeler, Cullen Stephenson, ECY

Set up remaining interviews

Distribute draft of Project Plan, schedule & DEDs; User Group to review

Begin draft of Requirements document

Update schedule

Monday is a holiday

Deliverable Status:

Deliverable	Status	Completion / Approval Date
Project Plan Document, Schedule, DEDs	In Progress	
Definition of Requirements		
Business Case Preliminary Statement		
Business Case Document		
Alternatives Analysis & Recommendation		
Solution: Conceptual Design		
Solution: Work Plan		
Solution: Risk Plan		

Issues/Notes:

Management Action Required:

Attached Documents:

Updated project plan